

2017 Fire Lieutenant Info Session

Job Analysis Handout

**City of Columbus
Division of Fire
Fire Lieutenant and Fire Captain
Task Categories**

Emergency Response: Pre-Arrival Activities—Involves non-medical service activities from the receipt of an alarm to arriving at the scene.

Emergency Response: Upon Arrival and Initial Activities—Involves non-medical service activities from arrival at the scene and initial responses associated with obtaining an all-clear to include size-up, life-safety, resource needs and allocation, and initial rescue activities.

Emergency Response: During Incident Activities—Involves non-medical service activities after the initial activities until confinement and control of the incident to include extinguishment, fire-attack, coordinated rescue efforts, and ventilation.

Emergency Response: Demobilization—Involves non-medical service activities from control of the incident to marking back in-service after the completion of the emergency response.

Emergency Victim Care—Involves medical service activities from the receipt of an alarm to marking back in-service after the completion of the emergency response.

Supervision—Involves activities to evaluate performance of subordinates and ensure Fire Division policies, house policies, and contractual obligations within labor agreements are carried out.

Training—Involves tasks to ensure personnel are properly trained to carry out their assigned duties.

Public and Community Relations—Involves tasks to represent the Division and/or provide education to the community, outside organizations, other jurisdictions, other City Divisions.

Inspections—Involves tasks to ensure inspections of public buildings and structures, public assemblages, and targeted hazards to identify violations, evaluate fire hazards, and preplan for potential emergencies.

Administrative & Paperwork Functions—Involves tasks to gather, record, and maintain information; write reports and correspondence; and plan the allocation of resources and personnel.

Task Category Relative Importance Ratings- Fire Lieutenant

Task Category (n=31)	Average	Sub Total	Rank
Emergency Response: During incident Activities	16.29		
Emergency Response: Upon Arrival and Initial Activities	15.39		
Emergency Response: Pre-Arrival Activities	9.81		
Emergency Response: Demobilization	7.80	49.28	1
Training	12.26		2
Emergency Victim Care	11.87		3
Supervision	9.35		4
Administrative & Paperwork Functions	7.30		5
Inspections	6.47		6
Public and Community Relations	5.47		7

Task Category Relative Importance Ratings- Fire Captain

Task Category (n=14)	Average	Sub Total	Rank
Emergency Response: Upon Arrival and Initial Activities	15.50		
Emergency Response: During incident Activities	14.21		
Emergency Response: Pre-Arrival Activities	8.36		
Emergency Response: Demobilization	5.36	43.43	1
Training	13.57		2
Supervision	11.57		3
Emergency Victim Care	9.46		4
Administrative & Paperwork Functions	8.04		5
Public and Community Relations	7.68		6
Inspections	6.25		7

Per Job Analysis conducted in 2012.

Phase 1- Multiple-Choice Handout

2017 Fire Captain and Lieutenant Exams
Approximate Number of Test Questions
on the Multiple-Choice Phases
Derived from each Reading Source

Fire Lieutenant Multiple-Choice Exam Sources	Approximate Number of Items
Division of Fire Standard Operating Procedures	25-35
Division of Fire Systems Manual	15-20
IAFF Contract Effective 11/01/14 – 10/31/17	1-5
City of Columbus Central Work Rules	1-5
Division of Fire Bulletins	3-8
Fireground Strategies 3rd Edition	15-20
Building Construction for the Fire Service 5th Edition	15-20

Fire Captain Multiple-Choice Exam Sources	Approximate Number of Items
Division of Fire Standard Operating Procedures	25-35
Division of Fire Systems Manual	15-20
IAFF Contract Effective 11/01/14 – 10/31/17	1-5
City of Columbus Central Work Rules	1-5
Division of Fire Bulletins	3-8
Disaster Plan 2015	3-8
Collapse of Burning Buildings: A Guide To Fireground Safety 2nd Edition	8-15
Fireground Strategies 3rd Edition	15-20

Phase 2- Tactical Exercise Handouts

2017 FIRE LIEUTENANT TACTICAL EXAMINATION INFORMATION SESSION SAMPLE TEST QUESTIONS

Cobblestone Boulevard

1. Engine 95 is the first apparatus to arrive at the scene and the remaining companies are five minutes away. Which of the following is the most appropriate initial radio report? (Choose the one **best** answer.)
2. Which type of operation should crews initially attempt to combat this fire? (Choose the **best** answer.)
3. Once Lt. Doe has declared this incident a working fire, what will the Fire Alarm Office automatically dispatch? (Choose **all** that apply.)

2017 FIRE LIEUTENANT TACTICAL EXAMINATION INFORMATION SESSION SAMPLE SCAN SHEET

CANDIDATE IDENTIFICATION #

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0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

1	A	B	C	D	E	F	G	H	I	J	K	L
2	A	B	C	D	E	F	G	H	I	J	K	L
3	A	B	C	D	E	F	G	H	I	J	K	L

2017 FIRE LIEUTENANT TACTICAL EXAMINATION INFORMATION SESSION EXAMPLE

CANDIDATE IDENTIFICATION #

1 2 3 4 5 6 7 8 9

0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

1	A	B	C	D	E	F	G	H	I	J	K	L
2	A	B	C	D	E	F	G	H	I	J	K	L
3	A	B	C	D	E	F	G	H	I	J	K	L

Phase 3- Oral Board Handouts

SAMPLE EXERCISE: ROLE-PLAY

You are a 3rd shift supervisor for a local retail business with several locations in Columbus. 3rd shift functions with a skeleton crew. Responsibilities of the 3rd shift employees include helping customers, end-of-shift stocking, cleaning, and display updating. Two months ago, Scott Bell, an employee under your supervision, separated from his wife of 12 years. You also know that he recently moved out of house; he submitted a change of address form for the files and told you it was due to the separation. Scott has worked for your company for 10 years, is an outstanding employee, has a spotless work record, has great customer service skills, and is normally very outgoing. Recently, however, you have noticed some changes in his performance on the job and his productivity has gone down. You have also noticed that he rarely talks to other members of his team, and has been requesting to leave work early on Fridays and Saturdays, the busier nights, to attend to personal matters, even though Mondays and Tuesdays are his scheduled days off. Other employees under your supervision, including Gary Miller, who is Scott's friend and co-worker, have reported to you that Scott has been rude and short with customers while performing his regular duties, and has not been pulling his load of the work on busy nights. You are also aware that Gary's involvement with Scott is limited since Gary's scheduled days off are Fridays and Saturdays.

Instructions to the Candidate

You scheduled a meeting with Scott Bell to discuss the issues presented above. One of the board members will play the role of Scott Bell. You will have eight minutes to complete the exercise; you will have seven minutes to complete the role-play and an additional one minute for a follow up question. At the six-minute point, a board member will indicate that there is one minute remaining. When seven minutes have expired, the role-play will conclude and you will be asked the follow-up question. You will have until the eight-minute point to respond to this question.

ORAL BOARD DIMENSIONS

ORAL COMMUNICATION: Organizes thoughts and expresses them in a clear and logical manner, quickly comprehends another's meaning, uses appropriate vocabulary, correct grammar, and appropriate non-verbal communication (gestures, etc.).

INTERPERSONAL RELATIONS: Establishes and maintains cooperative and constructive relationships with others, considers the feelings and needs of others, respects the views of others, and provides counseling advice when appropriate.

INFORMATION ANALYSIS: Ability to seek out information, to distinguish between important and unimportant information, and to focus on relevant information while discarding unimportant or irrelevant information.

PROBLEM SENSING & RESOLUTION: Ability to critically evaluate a situation and comprehend it in its proper perspective to identify underlying issues as well as the obvious, to assess alternative solutions, and to consider the implications of problems and solutions.